

**HAMPTON POLICE DIVISION**  
**SPECIAL EVENT QUESTIONNAIRE**

**PUBLIC SAFETY**

As the event organizer, you are responsible for providing a safe and secure event. You must ensure adequate personnel are present to provide general security, crowd control, provide assistance to attendees, etc. This is done through anticipating possible problems and concerns related to your event activities and the environment and planning accordingly. The size, type, activities, time of day and location of your event need to be analyzed in depth and addressed in your security plan. **Please submit no later than 90 days before the event.**

**Security Plan**

All events must present a security plan, which must be approved by the Hampton Police Division. Once your security plan has been submitted, the Hampton Police Division will determine the minimum number of police officers, off-duty police officers or sheriffs, or private security guards, off-duty Sheriffs are needed to ensure the safety of your event. The Hampton Police Division has the final authority to determine the event requirements. **The Hampton Police Division has the right to shut down any event due to non-compliance or safety concerns.**

Security personnel includes (check all that apply)

☐ Event Staff                      How many: \_\_\_\_\_                      Date(s) and time(s): \_\_\_\_\_

☐ Volunteers                      How many: \_\_\_\_\_                      Date(s) and time(s): \_\_\_\_\_

☐ Private security                      How many: \_\_\_\_\_                      Date(s) and time(s): \_\_\_\_\_

Company name: \_\_\_\_\_

Contact name and number: \_\_\_\_\_

☐ Sheriff's Deputies                      How many: \_\_\_\_\_                      Date(s) and time(s): \_\_\_\_\_

Contact name and number: \_\_\_\_\_

☐ Extra duty officers                      How many: \_\_\_\_\_                      Date(s) and time(s): \_\_\_\_\_

Have you made contact with the police?      ☐ Yes                      ☐ No

If no, you will be contacted to make arrangements. If yes, provide the following information:

Contact name and number: \_\_\_\_\_

Describe the security plan. Attach an addendum to the application if necessary:

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**EVENT TRANSPORTATION, PARKING, AND TRAFFIC CONTROL**

How will the attendees / participants get to / from the event?

- ☐ Personal vehicles                      ☐ walk / bike
- ☐ Pre-arranged transit / shuttle / valet – Provide details of your plan(s):

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Where will the attendees / participants park?

- ☐ Public parking facilities/lot(s)                      ☐ Private property – commercial                      ☐ Private property – residential
- ☐ Private property – vacant lot(s)                      ☐ School grounds                      ☐ Church grounds

☐ Satellite parking location (s): \_\_\_\_\_

☐ Other (provide details): \_\_\_\_\_

Do you require special parking? (VIP, RV's, trailers, support vehicles, etc.)                      ☐ Yes                      ☐ No

Number of spaces	Location	Purpose

Will your event involve the use of traffic safety personnel?                      ☐ Yes                      ☐ No

Will your event involve the use of traffic safety equipment?                      ☐ Yes                      ☐ No

If yes, indicate the type of equipment and how many will be used (estimates are accepted):

- ☐ traffic cones                      how many: \_\_\_\_\_                      ☐ road closed barricades                      how many: \_\_\_\_\_
- ☐ no parking signs                      how many: \_\_\_\_\_                      ☐ detour/direction signs                      how many: \_\_\_\_\_

Other: \_\_\_\_\_

When will the traffic equipment be set up?                      Date(s): \_\_\_\_\_                      Time(s) \_\_\_\_\_

When will the traffic control be removed?                      Date(s): \_\_\_\_\_                      Time(s) \_\_\_\_\_

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Will the event require a street closure? ☐ Yes ☐ No

If yes, a detailed event site map / route map / traffic plan is required. Include the name of all streets, where streets will be closed and direction of travel. Include placement of traffic equipment, certified traffic monitors, police and/or Sheriff's Deputies.

PARADES complete the following:

Number of marching units: \_\_\_\_\_ Number of non-marching units: \_\_\_\_\_

Number of floats: \_\_\_\_\_ height: \_\_\_\_\_ length: \_\_\_\_\_ width: \_\_\_\_\_

Number of vehicles by type: cars / trucks: \_\_\_\_\_ motorcycles: \_\_\_\_\_ semi's: \_\_\_\_\_

Others: \_\_\_\_\_

Will you need special arrangements for dignitaries? ☐ Yes ☐ No

Will you have a reviewing stand? ☐ Yes ☐ No Location: \_\_\_\_\_

**EVENT SITE**

You are required to submit an event site map, regardless of event location. Illegible / outdated maps will not be accepted. Maps should include but are not limited to:

- An outline of the entire event venue
- Enter / exit points for the attendees. Identify vendor / sponsor load-in / load-out points.
- Emergency access points. Indicate the minimum twenty foot (20') emergency access lane(s) throughout the venue.
- ADA areas.

**Inclement weather**

Describe your inclement weather plan. Include how you will update / notify attendees before the event if inclement weather is expected. Include how you will notify attendees during the event if inclement weather approaches.

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**Evacuation plan**

Describe your evacuation plan for the event venue. Include communication plan with event staff, vendors / sponsors, etc. Include how you will notify attendees, where you will direct them to exit, etc. in the event of an emergency.

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**EVENT TIMELINE**

Be as descriptive as possible. A detailed schedule may be submitted as an addendum to the questionnaire.

**Event Set-up**

Indicate the date(s), start and end time(s) and description for the event set-up.

Use the description area to indicate specific information such as: construction of tents, stages, fencing, vendor/sponsor load-in, entertainment load-in, sound checks, run/walk/parade/procession set-up times, etc.

Date(s):	Start Time:	End Time:	Description

**Event Date(s)**

Indicate the date(s), start and end time(s) for the event.

For runs/walks/parades/processions, indicate registration/assembly time and begin time for each activity.

For example, 8:00 AM – 9:00 AM registration, 9:15 AM – 5K begins, 10:00 AM – 1K begins

Date(s):	Start Time:	End Time:	Description

**Event breakdown**

Indicate the date(s), start and end time(s) and description for the event breakdown.

Use the description area to indicate specific information such as: disassembly of tents, stages, fencing, vendor/sponsor load-out, entertainment load-out, removal of equipment, etc.

Date(s):	Start Time:	End Time:	Description

**COMMUNITY MITIGATION / NOTIFICATIONS**

Have you presented your event concept to the officially recognized groups that represent the impacted event venue? ☐ Yes ☐ No

If yes, list / attach a list of who was contacted, when they were contacted and provide any input that you received.

If no, please explain: \_\_\_\_\_

Have you met with the residents, businesses, place of worship, schools and/or other entities that will be impacted by your event? ☐ Yes ☐ No

If yes, list / attach a list of who was contacted, when they were contacted and provide any input that you received.

If no, please explain: \_\_\_\_\_

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**Parking & Shuttle Plan**

Event organizers are responsible for developing a parking and/or shuttle plan. Please remember that parking and traffic congestion are concerns for your event. A parking plan for use of City, non-City, public and/or private lots should be included along with the days/times they are needed. If a shuttle will be used, indicate the route, as well as pick-up/drop-off points. You must always include accessible parking and/or access to your event. Therefore, if a shuttle service is provided there should be a wheelchair accessible shuttle or an accessible vehicle to provide the same service.

**Traffic Control & Road Closures**

For the City to allow for a road closure, the following must be considered:

Resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety. If your event requires road closures, you will be required to obtain traffic safety equipment for the safe closure of the event site and proper detour and parking information. If you are conducting a road race, a Traffic Planner from Public Works will be assigned to review your request.

In your request, please include:

- A list of the roads to be closed and corresponding intersections
- A legible map of the closure areas and/or event site including placement of volunteers and personnel (Please note that event personnel are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway, and they may be required to take a Certified Traffic Monitor training course, which is good for five (5) years).
- A detailed timeline of the closures and re-openings; and
- Any request for removal of on-street parking

Submitted by (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Representative of: \_\_\_\_\_

**PLEASE DO NOT HESITATE TO CONTACT THE HAMPTON POLICE DIVISION  
COMMUNITY RELATIONS UNIT AT 757-727-6574 WITH QUESTIONS OR  
ASSISTANCE REGARDING YOUR SPECIAL EVENT QUESTIONNAIRE.**